



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX  
199 6TH AVENUE, SUITE 366  
FORT KNOX, KENTUCKY 40121-5720

REPLY TO  
ATTENTION OF:

ATZK-DAS-Q (350)

15 February 2006

MEMORANDUM FOR

Commanders, All Units Reporting Directly to this Headquarters  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Thunderbolt Policy Memo No. 41-12 – USAARMC Instructor Professional Development Program

1. References.

- a. AR 350-1, Army Training and Education, 9 April 2003.
- b. TRADOC Reg 350-70, Systems Approach to Training Management, Processes, and Products, 9 March 1999.

2. This policy describes the roles and responsibilities of the 1<sup>st</sup> Armor Training Brigade, 16<sup>th</sup> Cavalry Regiment, Noncommissioned Officers Academy (NCOA), and the Quality Assurance (QA) office in the USAARMC Instructor Professional Development Program. The three training departments are responsible for establishing procedures to fulfill the requirements of the Instructor Professional Development Program as delineated in the following paragraphs, and the QA office is responsible for ensuring compliance with these procedures.

3. The USAARMC Instructor Professional Development Program includes five components: qualification, certification, evaluation, individualized self-development, and awards.

- a. Qualification specifies the prerequisites for becoming an instructor to include the required TRADOC Staff and Faculty courses.
- b. Certification establishes the technical competency of an instructor-candidate to instruct a specific course.
- c. Evaluation begins after provisional certification and provides feedback on the quality of instruction once the instructor is training and must include assessment by a certified instructor for lessons not boarded. Evaluation can also include feedback from peer instructors and commanders. This component is significant since certification is a sampling process and must occur more than quarterly for new instructors.
- d. Self-development is an individualized program to ensure the instructors maintain technical competency in their MOS or branch and the technical subject matter of the lessons are taught.
- e. The awards program rewards outstanding instructors and includes the Instructor of the Month, Instructor of the Quarter, and the annual Hibbs Award.

ATZK-DAS-Q

SUBJECT: Thunderbolt Policy Memo No. 41-12 – USAARMC Instructor Professional Development Program

4. Three levels of certification are included in the program: provisional, fully certified, and master.
  - a. A provisional instructor has completed the required Staff and Faculty courses and some level of certification. As a minimum, this certification must include a boarding action of selected lessons. The provisional instructor can serve as an assistant instructor and must be monitored/evaluated while serving as a primary instructor.
  - b. A fully-certified instructor has met the above requirements, received no adverse evaluations during the provisional period, and completed an individualized self-development program that includes a specified evaluation program, which may or may not encompass a minimum of one course cycle. The purpose of the evaluation program during this period is to evaluate additional lessons the instructor teaches to ensure technical competency in those lessons.
  - c. A master instructor has 1 year of experience, received no adverse evaluations during the period, and completed Systems Approach to Training Workshop (SATW).
5. The certification board is chaired by a certified instructor from that course (e.g., chief, senior instructor, or master instructor) and includes other certified instructors and a member of the O5 command or NCOA commandant or representative. Duties of the board include:
  - a. Awarding the Instructor Badge after meeting requirements for a fully-certified instructor.
  - b. Certifying technical competence to teach a specific lesson plan/course.
  - c. Certifying the instructor as provisional or full. For some courses, the board may not allow provisional status for an instructor and will only board to determine full certification status. Once certified as a provisional instructor, the board will establish an individualized self-development plan that will be specific to the needs of the instructor and must include a schedule of additional classes for evaluation. A provisional instructor must be monitored more than once a quarter. The goal should be to evaluate the instructor on all lessons over time. Once fully certified, an instructor's self-development plan will continue, but evaluations can be less frequent. The purpose of the self-development program for the fully-certified instructor is to ensure continued proficiency in the technical content of the instructional material as well as the MOS/branch of the instructor.

FOR THE COMMANDER:

  
ROBERT VALDIVIA  
COL, AR  
Director, Armor School

DISTRIBUTION:  
C

CF:  
CDRS, Fort Knox Partners in Excellence